

2019 GAAP Packet Preparation Notes



GAAP Packets: A GAAP (Generally Accepted Accounting Principles) Packet is information provided by state agencies to assist in the compilation of the Comprehensive Annual Financial Report (CAFR). GAAP packets include, but not limited to, agency reviewed fund financial statements or trial balances, journal entries needed to present in conformity with GAAP, completed forms and schedules that support adjustments, attorney letters, representation letters, etc.

Trial Balance: A trial balance is an accounting report that lists the general ledger accounts and balances. Agencies should review their trial balance for reasonableness, abnormal balances, balances that are not changing from year to year, and for accuracy.



Accruals: Goods or services received as of June 30 that are paid during the lapse period from the old budget year. (i.e. receive the goods in June but pay the invoice in July, we must “accrue” the liability for the expense to prior year).

If a **due to or due from other funds, transfer in or transfer out** is recorded on a fund, a matching due from or due to other funds, transfer out or transfer in should be recorded on another fund. If both funds belong to your agency, make sure both sides are recorded. If one fund belongs to another agency, confirm with the other agency the amount they are reporting.



Leases: When a new capital lease replaces an existing capital lease, the new capital lease should be recorded as an addition on the Changes in Long-Term Obligation schedule and the remaining balances of the old lease should be recorded as a deletion.

Agency Fund types should not record a due to or due from another fund.

The **MAAP Manual** has been updated to assist with GAAP Packet preparation.

Deleting Parked Documents: All parked Y0 and Y1 documents that no longer need to be posted should be deleted before **Friday,**

AUGUST 16, 2019.

REMINDER: GAAP Packet submission deadline is **Friday, AUGUST 16, 2019!**